



28 July 1978

MEMORANDUM FOR: See Distribution

FROM : Executive Secretary

SUBJECT : Handling of Particularly Sensitive Information

OLC #78-2842

Guidelines

1. In light of the discussion at the 24 July staff meeting concerning subject, this office will continue the following activities and requests your cooperation:

a. Provide copies of the Director's Daily Journal (the summary of significant correspondence) on a daily basis. You are reminded that no copies are to be made, that they be returned with each new edition, and those to whom we cannot handcarry, i.e., DD/CT and DD/RM, will certify their destruction. These instructions will henceforth appear on each issue as a reminder.

b. Particularly sensitive memoranda of conversation reflecting the DCI's sessions with the President, Secretaries of State and Defense, as well as Dr. Brzezinski, will be disseminated on an extract basis. In those cases where the totality of the memoranda is of interest to a single directorate or senior staff component, we will forward the reminder as appropriate that no copies of the entire memorandum are to be made.

c. Copies of the Staff Notes (minutes of the Morning Meeting) will continue to be furnished only to the offices of the DCI and DDCI, with the original being retained here for future reference. Extracted portions of the Notes wherein the DCI or DDCI direct action will continue to be sent to you in a sealed envelope by hand as a reminder.

d. Particularly sensitive items which you handcarry to the immediate offices of the DCI and DDCI will be registered for control purposes in the event the DCI or DDCI, upon receipt, provide you written guidance or approvals. We will record same and handcarry to your immediate office. As most of you know, I receive their out-box material and have a responsibility to dispose of it, recording as appropriate for future reference any instructions or distribution they may direct and suspending related action items.

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2. If you are serving up a particularly sensitive paper via your own hand, which is actionable, and do not wish a copy to be retained in the Executive Registry, it is requested that you concurrently provide me with a blind memorandum which will record the existence of the paper and eventually reflect any DCI or DDCI comment or decision on the topic. You will become the office of record but we will have a trail to it for future reference. This blind memorandum system is in modest existence at the present time (see attached), and the DCI's or DDCI's action can be recorded by their secretaries or staff assistants to our mutual advantage.

3. Having served five DCIs, I am painfully aware of several instances where, during the course of an investigation, their handling of a situation has come into question simply because there is no record of their careful disposal of related actionable papers. In the heat of the day and given the legitimate sensitivity of the topic, the DCI's decisions were the victims of handcarry and no record was made except in the originating office whose files were subsequently misplaced or inadequately recorded. We have a responsibility to Admiral Turner and future DCIs to see that the Executive Registry has complete a record as possible.

4. I would welcome any suggestions you may have on the above.



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B. C. Evans

Attachment:

Blind Memorandum Sample

Distribution:

Deputy Director for Resource Management
Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy Director for National Foreign Assessment
Deputy Director for Collection Tasking
Director of Public Affairs
Legislative Counsel
General Counsel
Inspector General
Comptroller

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